

TOWN OF MANSFIELD  
FINANCE COMMITTEE MEETING  
MINUTES OF SEPTEMBER 22, 2016

Members Present: Ryan (Chair), Raymond

Other Council Members Present: Shapiro

Staff Present: Hart, Trahan

Guests: None

1. Meeting called to order at 6:30pm
2. Approval of minutes for August 8, 2016

***Raymond moved and Ryan seconded to approve the minutes of the August 8, 2016 meeting as presented. Motion so passed.***

3. Opportunity for Public Comment – Betty Wassmundt, Old Turnpike Road, spoke regarding her concerns about long term obligations for shared service employees.
4. Staff Reports – Finance Director Trahan reported that the Town questioned the amount of administrative charges we were being assessed by Anthem. Anthem assured us that we were being charged correctly. However, our new benefits consultant, Lockton, researched and found the error and secured a significant refund for us. They will be returning \$340,309.82 plus interest for 2014, 2015 & 2016. Trahan also reported that we will have another tax sale on December 6, 2016. Demand notices were sent out on 11 properties, 4 of which have paid the outstanding taxes. The remaining properties will be part of the tax sale.
5. Policies and Procedures Update – None at this time. Recommended changes will follow the Purchasing Ordinance review.
6. Fraud Risk Assessment Update – Amy Meriwether will have an update at the October meeting.
7. Purchasing Ordinance Review – The Committee discussed at length the August 8<sup>th</sup> memo from Trahan. The Committee supports the Option 2 approval thresholds, however they want to receive a listing of all vendors who meet or exceed the cumulative contract value of \$50,000 as part of the quarterly financial statements. These thresholds and the reporting requirement will be included in the next draft Purchasing Ordinance for the Finance Committee's review.
8. Debt Performance Goals – Trahan reported significant work on the threshold assessments – similar communities, impact on bond rating, etc. A detailed report will be provided at the October meeting. The Committee will review this report and then decide if they would like Bill Lindsay, Financial Advisor, to meet with them.
9. Quarterly Financial Statements dated June 30, 2016 – Trahan reviewed the statements and answered questions from the Committee. Trahan reported the unaudited yearend results for the General Fund increasing fund balance by \$403,820. Of that amount, \$100,000 will be put in assigned fund balance to be available for tax appeal settlements. Trahan also reviewed the yearend results for the Parks & Recreation Fund, Capital Non-Recurring Fund, Town Aid Road Fund, Solid Waste Fund, Health Insurance Fund, and the Management Services Fund.

***Ryan moved and Raymond seconded to accept the Quarterly Financial Statements dated June 30, 2016. Motion so passed.***

10. Proposed FY 2015/16 Yearend Transfers – The Committee discussed the proposed yearend transfers. These transfers align the budget with actual expenditures for the year. In addition, a proposed increase of \$143,000 for capital and one-time expenditures was discussed at length. Trahan provided additional information on each of the project funding requests (attached to these minutes).

***Raymond moved and Ryan seconded to approve the Proposed FY2015/16 Yearend Transfers as presented. Motion so passed.***

11. Proposed FY 2015/16 CIP Adjustments and Closeouts – Trahan reviewed the proposed CIP transfers and closeouts. Included in these adjustments are the anticipated final changes for the Storrs Center projects, as well as recording \$774,087 in future Storrs Center tax revenue that will be needed to cover the cost overrun. The adjustments also include the project appropriation for (3) Board of Education yearend funded projects. The Committee discussed this appropriation and Raymond questioned whether this funding could have been put towards the MMS gymnasium project. Trahan confirmed the Board could have done this.

***Ryan moved and Raymond seconded to approve the Proposed FY2015/16 Capital Improvement Program Adjustments as presented. Motion so passed.***

12. Mansfield Discovery Depot – Trahan briefed the Committee on some of management's concerns expressed in her memo dated September 22<sup>nd</sup>. Key Town staff began meeting with MDD staff and Board members in November, 2015 regarding the fiscal results of the MDD. Town Manager Hart informed the Committee that our agreement with the MDD expires in January, 2017 and we are in the process of renegotiating. Hart assured the Committee that management is willing to work with the MDD on creating a corrective plan to address these concerns. We are not looking to replace the MDD as our day care provider, but there are management concerns that need to be addressed. We will provide a monthly update to the Finance Committee on the progress.
13. Communications/Other Business/Future Agenda Items – Chair Ryan asked Trahan to prepare a response regarding the long term obligations of shared service employees.
14. Adjournment. The meeting adjourned at 8:10 pm.

***Raymond moved and Ryan seconded to adjourn. Motion so passed.***

Respectfully Submitted,

Cherie Trahan, Director of Finance